

**Project #:** 19-10-316  
**Agency:** Department of Social and Health Services (DSHS)  
**Location:** East Pierce County  
**Square footage:** 4,225 SQ FT BOMA Rentable Office Space  
**Date posted:** 10-29-2019 – *updated 3/20/2020*  
**Contact agent:** Crystal Skinner  
**Email:** [crystal.skinner@des.wa.gov](mailto:crystal.skinner@des.wa.gov)  
**Phone number:** 360-407-9215

**Description:**

The state of Washington is seeking 4,225 RSF of office space for the Department of Social and Health Services.

Geographical Areas of Consideration: East Pierce County (see map marked as Appendix E). Properties submitted for consideration should be located within these General Area of Consideration.

**General Considerations:**

- a. Leased space must meet the requirements of Appendix A (Space Requirements) which includes the RES Leased Space Requirements (July 2005 edition) along with the RES Accessibility Addendum (Issued June 2007) except as expressly exempted by the RES Design manager.
- b. Space should meet the RES definition of “Existing Space”. See Appendix C for RES definition of “Existing Space”, “Space Under Construction” or “Planned Space”.
- c. Parking requirement – code required. Proposals that provide access to additional parking may be advantageous to the agency.
- d. Lease will be written on the State of Washington’s approved lease documents. See Appendix D.
- e. Desired term is five (5) years.
- f. Occupancy is desired by July 1, 2020.

**Location Characteristics:**

In addition, within that general geographical areas of consideration, the agency has identified a number of characteristics as important to the delivery of service by this agency. These characteristics include, but are not limited to the following:

- a. Proposed facilities should be in an appropriately zoned area and in some cases, should not be located in an area that is of a heavy industrial, large or busy retail, or of a residential character (as agency needs dictate).
- b. Preference may be given to a locations that are in close proximity to existing public transportation route or routes. Additionally, proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the agency.
- c. Proposals that are not located within or in close proximity to 100-year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous.
- d. Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs to include high-speed data and telephone infrastructure. (See also Appendix A, Space Requirements.)

## Building Characteristics:

- a. Office, equipment and storage, and special areas as depicted in Appendix B Space Planning Data with a highly efficient load factor.
- b. A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.
- c. An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
- d. Electric Vehicle charging station and a bicycle rack may be advantageous to the AGENCY.

If you have any questions regarding this market search, please contact Crystal Skinner at 360-407-9215, or via email at [crystal.skinner@des.wa.gov](mailto:crystal.skinner@des.wa.gov).

## Attachments:

~~Appendix A Space Requirements~~

[Appendix A Lease Space Requirements](#) – *added 11/6/2019*

[Appendix A.1 New Space Addendum](#) – *added 11/6/2019*

[Appendix B Space Planning Data](#)

[Appendix C Definitions](#)

[Appendix D Lease Document](#)

[Appendix E Map](#)

[DSHS Addendum](#) – *added 3/10/2020*